

DDA 81-1027

15 MAY 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Career Boards and Panels

REFERENCE: Memorandum For Office Directors (DDA 81-0723)
dtd 7 April 1981; Same Subject

1. The goal of the referent memorandum was to reduce the amount of time devoted to career panel activities. I have been advised that a number of Offices are experiencing difficulties reducing panel membership to three voting members. Since the purpose of this policy was neither to unduly restrict career panel activities nor to force the creation of additional panels, you are to consider the reduction in panel membership as a career service guideline only. Where panels can be reduced to three voting members, you should take appropriate action; where this is not practical, proceed as you see fit.

2. The policy regarding the restriction of Value to the Agency Rankings to once a year remains unchanged.

15/
Harry E. Fitzwater

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(14 May 1981)

ODP-81-468

15 APR 1981

MEMORANDUM FOR: Career Management Officer, DDA

FROM:

[REDACTED]
Acting Director of Data Processing

SUBJECT:

Career Boards & Panels

REFERENCE:

DDA 81-0723, dtd. 8 April 1981, same subject

1. The Office of Data Processing requests approval to continue with its current career panel structure for comparative evaluation. While our panel structure (see Att. A) does not meet the letter of Modification A of reference, I believe it is extremely efficient for the following reasons:

- o ODP has only four panels.
- o Voting membership is restricted to line managers at Division Chief level.
- o Each panel covers all GS-3 through GS-12 employees in its organizational component.
- o Panels normally spend less than three hours reviewing each grade because the personnel are well known to panel members.
- o Membership based on organizational representation ensures that no employee who deserves recognition gets overlooked.

2. Although ODP's panels promote semiannually, they had previously implemented Modification B - single annual value to the Agency ranking with a limited (less than one hour) semiannual review for extreme changes in performance, etc.

Att: a/s

APPROVED:

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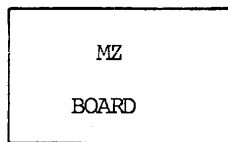
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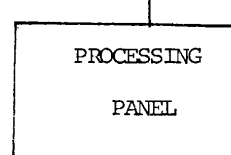
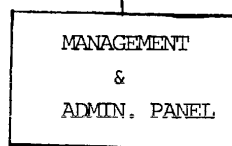
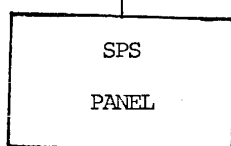
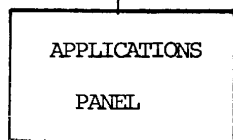
MZ BOARD MEMBERS

DD/ODP, Chairman
DD/A/ODP
DD/P/ODP
C/MS/ODP
C/SPS/ODP
EO/ODP
PO/ODP



GS 13-15 Ranking and Promotion
Except Promotion to SIS
Promotion of GS-12

GS 3-12 Ranking and Promotion
Except Promotion to GS-13



APPLICATIONS MEMBERS

ADD/A, Chairman
C/A Div.
C/B Div.
C/C Div.
C/D Div.
C/TS

SPS MEMBERS

C/SPS, Chairman
DC/SPS
C/SED

MGT. & ADMIN MEMBERS

C/P&PG/MS, Chairman
C/P&BG/MS
C/AS
EO/ODP

PROCESSING MEMBERS

ADD/P, Chairman
C/SPD
C/OD
C/PD
C/CSS
C/ED
Rec. Secy.

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DDA 81-0723
8 Oct 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education

FROM: Max Hugel
Deputy Director for Administration

SUBJECT: Career Boards and Panels


1. After reviewing the Agency's comparative evaluation system, it is clear to me that this system is highly effective in meeting the needs of management and employees. The efficiency of the process by which we carry out this system, however, can stand some improvement. Stated simply: we devote a great deal of time to career board and panel activities. Although there are a number of modifications I am exploring for possible future use, there are two that should be implemented immediately:

A. Career panels will be composed of three voting members. Career board membership will remain unchanged. In addition, each career board/panel will have one non-voting career management/personnel advisor to perform the required staff work and ensure that Agency and career service personnel policies are followed.

B. Value to the Agency rankings will be restricted to once a year. You may continue to promote annually or semi-annually. If you choose the latter, the semi-annual ranking will be restricted to a promotion ranking only based on the annual value to the Agency ranking conducted six months earlier. This policy will be implemented immediately in subgroups which promote on an annual basis. Those subgroups promoting semi-annually will implement this policy following completion of fiscal year 1981 semi-annual (optional) promotions.

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SUBJECT: Career Boards and Panels

2. If you have questions concerning the implementation of these new policies, please contact the DDA/CMO on extension 

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Max Hugel

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